

26 November 2002

MEMORANDUM FOR: Armed Forces Team Captain

SUBJECT: Conseil International du Sport Militaire (CISM) Information

1. On behalf of the Armed Forces Sports Council (AFSC) congratulations on being selected as an Armed Forces team captain. **Being a team captain can be very rewarding**, but there are numerous responsibilities and duties you must fulfill. **Please review this information booklet carefully.**
2. The role of the team captain Armed Forces team captain is to act as the team administrator and action officer. You are responsible for the overall transportation, billeting, safety, and well-being of the team. This role is crucial to the success of the team. You are expected to be able to juggle many separate requests and tasks at the same time.
3. Some important duties you will complete include; ensure all team members have proper paperwork (includes a current passport), ensure team members have all necessary uniforms, team transportation, ensure all members of the U.S. Delegation attend all competitions and ceremonies, ensure athletes are informed of dress requirements, ensure the athletes represent the Armed Forces and U.S. in a positive manner, handle all athlete requests and coordinate with the host nation organizing committee for any actions.
4. One area that is often overlooked is the role of publicist and public affairs. This role tells the entire Department of Defense and sports community the story of your team. It is imperative that you take the time to submit the following information within 72 hours (3 days) of your competition to ensure we get accurate and timely results to national press, websites, and other information sources.
 - Number of countries competing in the CISM Championship
 - Overall finish of our team (with times when applicable)
 - Complete name, rank, duty station, and city/state our athletes are originally from.
 - Put names of any individuals separately when they have done something noteworthy i.e win a medal, named to the all star team, or any other individual honor bestowed.
 - An overall synopsis of the championship
 - Remember – you are the eyes and ears of the Armed Forces Sports Office – no one can tell the story better than you!
5. Please send your report to Mr. Rob Hansgen, Media Relations, Armed Forces Sports Office via fax (703) 681-1616 or via e-mail to Robert.Hansgen@cfsc.army.mil. You can also attach action pictures (.jpeg, .tif, etc) as part of your submission. If you do not have a computer and scanner available, you can mail the pictures to the Armed Forces Sports Office
6. I can answer any questions you many have at (703) 681-7230 or via e-mail at Suba.Saty@cfsc.army.mil. Thank you for your commitment to the Armed Forces Sports program.

SUBA SATY
Armed Forces Sports Secretariat

Team Captain Information Handbook

Appointment of Team Captain (Encl 1):

For higher-level competition, a team captain is appointed. This person is an officer or civilian equivalent. The team captain remains in the armed forces training camp with the armed forces team or traveling if the training camp is not located on a U.S. military installation. If the armed forces training camp is held on an installation, the local sports director may assist with administrative needs until the team captain joins the team. Each team captain and coach signs and receives a letter of instruction (LOI). They agree to strictly adhere to the LOI and all duties outlined in the LOI.

Code of conduct form (Encl 2):

Ensure each athlete receives and completes a United States military sports athlete code of conduct form. The team captain keeps all completed forms in a folder until the end of the championship. Athletes must be aware of their individual responsibility to the team, the Armed Forces Sports program, the Department of Defense and to the United States of America. There are severe consequences for not following proper code of conduct.

Mementos:

Mementos are an important part of any CISM competition. They provide an icebreaker to build "Friendship Through Sport". Enclosed you will find the following mementos:

- Lapel pins
- Team captain exchange gift
- Gift for host country
- Chief of Mission exchange gifts
- Bannerettes if you are with a team sport or combat sport

Additionally, each team member will receive extra clothing items to exchange with other athletes at the competition.

Distribution of Mementos:

- Each person of the delegation receives a 'handful' of lapel pins,
- The team captain exchanges key chains with other team captains.
- The Chief of Mission receives wooden pen cases and pens to exchange with other Chief of Missions.
- The country host receives the brass globe or United States Book, presented to them at the Chief of Mission luncheon or appropriate occasion.
- The other items can be used by you as the team captain or the Chief of Mission for people from the host country who you feel have gone out of their way to assist you or the team in any manner.

NOTES:

- Please inform team members not to give out everything in the first or second day. These mementos are to be used for exchanging throughout the competition.

Flags and national anthem cassette:

Each delegation receives 2 flags and a cassette with the United States national anthem. One flag (the large one) is used for the opening ceremony, the second flag is provided to the host country to be raised during any medal ceremonies, and finally the national anthem is provided to the host country for play during ceremonies.

Checklist (Encl 3):

Enclosure 3 is a checklist of duties assigned to the team captain. Please use this as a guide to ensure the team is prepared for overseas travel. If you have any questions on the checklist, please contact the Armed Forces Secretariat at (703) 681-7230.

Officials:

The Armed Forces Sports Secretariat works with the Chief, National Governing Body to nominate an U.S. official for respective CISM championships. Officials for a CISM championship receive transportation, lodging and meals paid for by the AFSCS (or CISM host country). They also receive a flat fee of \$250.00 for their services (prorated among the services). The Armed Forces Sports Office pays the \$250.00. The team captain should meet/greet the officials when attending the championship.

Drug Testing (Encl 4):

Enclosure 4 lists banned substances from the CISM. As the team captain, you must be aware of these substances and ensure each athlete is properly briefed on these prohibited substances. If in doubt, the athlete should not take the substance (or stop taking it) and contact the Armed Forces Sports Office or Lt. Commander Julie Althoff (U.S. Navy) at (703) 784-1441.

Security of the team (Encl 5):

It is the responsibility of every member of the delegation to take proper security measure to ensure safe travel to and from the event. Please review the enclosed security measures. Also, each athlete must receive a level 1 Anti-Terrorism briefing before traveling to the competition. This can be done at their home installation through their security or police detachment. A certificate is presented to everyone who completes the briefing. As the team captain, you must ensure compliance and keep a copy of the certificate for your records.

Contingency check (Encl 6):

A \$500 check is issued to each team captain for emergency situations. Such emergencies might include; bottled water, transportation to or from the competition (if stranded at the airport), replacement of lost airline tickets. This check is not authorized for team dinners/drinks, buying personal athletic equipment, or paying for sight seeing tours. The check should be converted to traveler's checks prior to leaving the U.S. It would also be beneficial for you to convert some of the money into the currency of the country you are traveling to.

Dress code for CISM:

- All personnel traveling to a CISM Championship must wear Khaki pants with the CISM Polo Shirt, unless informed of a different dress code.
- Class A military uniforms will be worn at Opening/Closing Ceremonies and the Formal Banquet, or the uniform as dictated by the host country
- Khaki pants and the Armed Forces Polo Shirt will be worn for Cultural Day, or any other designated function.
- Men will not wear earrings at any time during a CISM Championship. This includes travel to and from the host country.

Passports:

It is the team captain's responsibility to ensure each athlete has a current passport. Lack of a passport may render an individual ineligible for higher-level competition. Athletes should come to Armed Forces competitions with their passport or proper documents for filing for a passport, if time permits. Each service is responsible for obtaining passports for their respective athletes. For a no-fee passport, a DD1056 and a copy of their orders must accompany the passport application. In an emergency situation, the Armed Forces Sports Office will assist with passport processing.

Higher Level Awards:

Final destination of awards won at all higher-level competitions will be determined by the team captain with AFSCS guidance.

Toiletries:

To avoid unnecessary expenses, make sure all delegation members bring a bath towel (or two), bar of soap, and a padlock.

Uniforms:

The team captain will receive a letter from the Armed Force Sports (through Fort Indiantown Gap, PA) authorizing purchase of competitive uniforms for the team; this ensures the team has the correct sizes.

The Armed Forces Sports Office (through Fort Indiantown Gap, PA) issues the following for each individual selected to an Armed Forces team traveling to a higher level competition.

- o Warm-up top and bottom
- o One Hat
- o 2 polo shirts (only for CISM Championship)
- o 2 T-shirts
- o 1 practice short
- o 1 backpack
- o 1 Sweatshirt

- It is the team captain's responsibility to ensure all team members have their competitive uniforms and equipment (excluding firearms, bikes, etc) in their carry-on bag. Lost luggage should not hinder an athlete from participating in a running race, e.g. their shoes, shorts and singlet should be with them.
- Athletes that compete in two championships in the same year (CISM and Nationals or CISM and SHAPE) are issued only one set of clothing. High priced items like warm-ups and athletic bags will not be reissued again.

Expenses:

Services use \$3.50 per day incidental rate for athletes attending a CISM or international event, as lodging, meals, and transportation are provided. The delegation will not move out of lodging provided by host country, instead the U.S. Chief of Mission will work problems with host nation's organizing committee and official representative from CISM.

After Action Report (Encl 7):

The team captain is responsible for completing and submitting an after action reports following a championship. A report should be completed within 10-15 days after the championship.